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STARS MANUAL

AGENCY DESCRIPTOR TABLES

INTRODUCTION

In this subchapter, we will discuss the STARS “agency” descriptor tables, what they control, and who can update them.

AGENCY DESCRIPTOR TABLES

STARS descriptor tables contain titles and other descriptive information for coding. In addition to serving as a means of storing descriptive titles, most tables serve as a master list of the valid codes contained in the system. Each time a code is entered (whether as a part of an accounting transaction or as a part of a table maintenance transaction), a check is automatically made to ensure that the code is present in the Descriptor Tables. Failure to find the code results in an error.

AGENCY DESCRIPTOR TABLES – WHAT IS IT

“Agency” descriptor tables are control tables that affect only your agency. These tables include agency structure as well as grant/project titles, etc. These tables have your agency number as part of the table entry key.

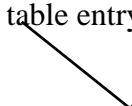


TABLE-ENTRY-KEY: 230 2020

AGENCY , DIVISION, BUREAU

WHO CAN UPDATE AGENCY DESCRIPTOR TABLES

Your agency can update all of the agency descriptor tables except for those that the State Controllers Office must update due to DFM approval requirements. Those are the Division (D03), Bureau (D04), Function (D15), and Activity (D16). These control tables only affect your agency but they do require DFM prior approval since they are critical to the budgeting process. You must send a completed ORG-23 or PGM-23 form, using the information in this chapter, to DFM before SCO can input.

LIST OF AGENCY DESCRIPTOR TABLES

The following is a list of agency descriptor tables. You can access the detail information on a specific table by selecting the table number indicated in the list below.

Descriptor tables that your agency can update on-line are shown with asterisks (**).

TABLE	AGENCY DESCRIPTOR TABLE TITLE
D03	DIVISION – updated by SCO only after receiving signed DFM approval
D04	BUREAU – updated by SCO only after receiving signed DFM approval
D05 **	SECTION
D06 **	UNIT
D11 **	EXPENDITURE DETAIL
D15	FUNCTION – updated by SCO only after receiving signed DFM approval
D16	ACTIVITY – updated by SCO only after receiving signed DFM approval
D17 **	PROGRAM
D18 **	ELEMENT
D19 **	PCA LEVEL 1
D26 **	FACILITY
D27 **	TASK
D35 **	REVENUE DETAIL
D36 **	LOCATION
D42 **	PROJECT
D47 **	GRANT

AGENCY DESCRIPTOR TABLES – UNDERSTANDING THE BASICS

SECURITY REQUIREMENTS

Agencies can only **add** or **change** on-line entries on these tables. Requests to add this authorization to your security profile must come through your STARS Security Administrator. You will need to be set up with a descriptor table security indicator of “9” to be able to update these tables. If you do not have security to update on-line, you may send a completed descriptor table form, using the information in this chapter, to SCO for input.

SCO personnel can add, change, and delete these tables. SCO must have a form or report with DFM approval before updating the four DFM-approval descriptor tables Division (D03), Bureau (D04), Function (D15), and Activity (D16).

DELETION REQUESTS

If you input a table in error, either put an end date on the table or send a DESCR-23 form to SCO to request deletion. These tables should not be deleted if there is still agency structure attached. See the Organization and Program structure reports (DAFR6640 and DAFR6660) for verification.

NOTE: Before SCO deletes any agency descriptor tables, they will do a Nomad report to be sure the record has not been used on the operating file.

ACCESSING ON-LINE TABLES

You can access the descriptor tables by selecting “T” for table maintenance on the STARS-MAIN MENU. At the next screen, select function “23” for descriptor tables. You can also access them by interrupting to “23” when in another screen in STARS.

After accessing the “23” screen, you can view any of the authorized descriptor tables by entering “R” (Recall) in the Function field, the two-digit descriptor table number in the Table-ID-Number, and your three-digit agency code in the Table-Entry-Key. Press Enter and STARS will display the selected table for your agency.

START AND END DATES

Start and end dates on agency descriptor tables are for informational purposes, in most situations. Once the record is added to the table, you can begin to use it, regardless of the date. Start and end dates will not stop you from entering other descriptor tables that rely on each other, such as with the organization and program structure elements.

Exception: When there is an end date on descriptor tables 11 and 35 (revenue and expenditure subobject details) daily transactions will not process.

D03 – DIVISION

The D03 division table reflects the second level of the organization structure within your agency (agency/division). This table contains the number your agency assigns to each division as well as its title. See the [CLASSIFICATION STRUCTURE](#) chapter for more information on assigning division numbers and using the ORG-23 request form.

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 03 DIVISION		
<div style="display: flex; justify-content: space-around; font-family: monospace;">1.... 2.... 3.... 4.... 5 </div>		
TABLE-ENTRY-KEY: 23020		3-digit agency, 2-digit division
AGENCY, DIVISION		
REFERENCE-DATA:		
TITLE: INSTITUTIONS		This title shows on reports you request at the division level or lower.
EFF-START-DATE:	EFF-END-DATE:	LAST-PROC-DATE: 110692

D03 – DIVISION INPUT REQUIREMENTS	INSTRUCTIONS
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TABLE-ID-NUMBER	Enter 03 on the ORG-23 form. Updated by SCO only. Send form to DFM for approval.
TABLE-ENTRY-KEY:	
AGENCY	Enter the three-digit agency code set up in descriptor table 02 for your agency.
DIVISION	Enter the two-digit division code your agency assigns for this division. This is the second level of your agency's organization structure.
REFERENCE DATA	Leave blank.
TITLE	Enter the up-to-50-character name your agency assigns for this division. This title will show on reports that include organization structure.

D04 – BUREAU

The D04 table reflects the third level of the organization structure within an agency (agency/division/bureau). This table contains the number your agency assigns to each bureau as well as its title. See the [CLASSIFICATION STRUCTURE](#) chapter for more information on assigning bureau numbers and using the ORG-23 request form.

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 04 BUREAU		
<div style="display: flex; justify-content: space-around; font-family: monospace;">1....2....3. 4 ...5 </div>		
TABLE-ENTRY-KEY: 2302020		3-digit agency, 2-digit division, 2-digit bureau
AGENCY, DIVISION, BUREAU		
REFERENCE-DATA:		
TITLE: PRISON ADMINISTRATION		This title shows on reports you request at the bureau level or lower.
EFF-START-DATE: 070100 EFF-END-DATE: LAST-PROC-DATE: 042800		

D04 – BUREAU INPUT REQUIREMENTS

DATA-ELEMENT

INSTRUCTIONS

TABLE-ID-NUMBER	Enter 04 on the ORG-23 form. Updated by SCO only. Send form to DFM for approval.
TABLE-ENTRY-KEY:	
AGENCY	Enter the three-digit agency code set up in descriptor table 02 for your agency.
DIVISION	Enter the two-digit division code set up in descriptor table 03 for the division this bureau is set up under.
BUREAU	Enter the two-digit bureau code your agency assigns for this bureau. This is the third level of your agency's organization structure.
REFERENCE DATA	Leave blank.
TITLE	Enter the up-to-50-character name your agency assigns for this bureau. This title will show on reports that include organization structure.

D05 – SECTION

The D05 section table reflects the fourth level of the organization structure within an agency (agency/division/bureau/section). This table contains the number your agency assigns to each section as well as its title. See the [CLASSIFICATION STRUCTURE](#) chapter for more information on assigning section numbers.

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 05 SECTION		
<div style="display: flex; justify-content: space-around;">1....2....3....4....5 </div>		
TABLE-ENTRY-KEY: 230303111		<div style="border: 1px solid black; padding: 5px;"> 3-digit agency, 2-digit division, 2-digit bureau, 2-digit section </div>
AGY, DIV, BUREAU, SECT		
REFERENCE-DATA:		
TITLE: DISTRICT 1		<div style="border: 1px solid black; padding: 5px;"> This title shows on reports you request at the section level or lower. </div>
EFF-START-DATE:	EFF-END-DATE:	LAST-PROC-DATE: 110692

<u>DATA-ELEMENT</u>	<u>D05 – SECTION INPUT REQUIREMENTS</u> <u>INSTRUCTIONS</u>
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TABLE-ID-NUMBER	Enter 05.
TABLE-ENTRY-KEY:	
AGENCY	Enter the three-digit agency code set up in descriptor table 02 for your agency.
DIVISION	Enter the two-digit division code set up in descriptor table 03 for the division this section is set up under.
BUREAU	Enter the two-digit bureau code set up in descriptor table 04 for the bureau this section is set up under.
SECTION	Enter the two-digit section code your agency assigns for this section. This is the fourth level of your agency's organization structure.
REFERENCE DATA	Leave blank.
TITLE	Enter the up-to-50-character name your agency assigns for this section. This title will show on reports that include organization structure.

D06 – UNIT

The D06 table reflects the fifth level of the organization structure within an agency (agency/division/bureau/section/unit). This table contains the number your agency assigns to each unit as well as its title. See the [CLASSIFICATION STRUCTURE](#) chapter for more information.

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 06 UNIT		
<div style="display: flex; justify-content: space-around; font-family: monospace;">1.... 2.... 3.... 4.... 5 </div>		
TABLE-ENTRY-KEY: 26030503010		3-digit agency, 2-digit division, 2-digit bureau, 2-digit section, 2-digit unit
AGY, DIV, BUR, SEC, UNIT		
REFERENCE-DATA:		
TITLE: CONSERVATION EDUCATION		This title shows on reports you request at the unit level.
EFF-START-DATE:	EFF-END-DATE:	LAST-PROC-DATE: 052793

D06 – UNIT INPUT REQUIREMENTS

DATA-ELEMENT

INSTRUCTIONS

TABLE-ID-NUMBER	Enter 06.
TABLE-ENTRY-KEY:	
AGENCY	Enter the three-digit agency code set up in descriptor table 02 for your agency.
DIVISION	Enter the two-digit division code set up in descriptor table 03 for the division this unit is set up under.
BUREAU	Enter the two-digit bureau code set up in descriptor table 04 for the bureau this unit is set up under.
SECTION	Enter the two-digit section code set up in descriptor table 05 for the bureau this unit is set up under.
UNIT	Enter the two-digit unit code your agency assigns for this unit. This is the fifth level of your agency's organization structure.
REFERENCE DATA	Leave blank.
TITLE	Enter the up-to-50-character name your agency assigns for this unit. This title will show on reports that include organization structure.

D11 – EXPENDITURE DETAIL

The D11 table identifies and provides the code and title for each Expenditure Detail as defined by your agency within an expenditure subobject. The table contains your agency number, the related expenditure subobject, and your agency detail. Every agency can have the same detail with different titles since this table is agency-specific. You will need to be sure that the detail is relevant to the expenditure subobject since it will roll into that subobject for reporting.

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 11 EXPENDITURE DETAIL		
<div> <div>....</div> <div>....1....</div> <div>....2....</div> <div>....3....</div> <div>....4....</div> <div>....5</div> </div>		
TABLE-ENTRY-KEY: 230512001		
<div> <div>AGCY, SUB-OBJ, DETAIL</div> <div> 3-digit agency, 4-digit exp subobject, 2-digit detail </div> </div>		
REFERENCE-DATA:		
TITLE: MEDICAL SVCS IN-PATIENT		
EFF-START-DATE:	EFF-END-DATE:	LAST-PROC-DATE: 100296

D11 – EXPENDITURE SUBOBJECT DETAIL INPUT REQUIREMENTS

DATA-ELEMENT	INSTRUCTIONS
TABLE-ID-NUMBER	Enter 11.
TABLE-ENTRY-KEY:	
AGCY	Enter the three-digit agency code set up in descriptor table 02 for your agency.
SUB-OBJ	Enter the four-digit expenditure subobject set up in descriptor table 10 for the subobject this detail supports. This detail will have all of the controls and reporting elements of this subobject.
DETAIL	Enter the two-digit expenditure subobject detail that your agency assigns. You should use detail to breakdown subobject information into more detail to assist agency management.
TITLE	Enter the up-to-50-character name your agency assigns for this detail. This title will show on your expenditure reports.
EFF-START-DATE	Enter the six-digit start and/or end date to stop transactions with this expenditure subobject detail from processing.
EFF-END-DATE	

D15 – FUNCTION

The D15 function table reflects the second level of the program structure within your agency (agency/function). This table contains the number your agency assigns to each program function as well as its assigned title. See the [CLASSIFICATION STRUCTURE](#) chapter for more information on assigning function numbers and using the PGM-23 form.

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 15 FUNCTION		
.....1.....2.....3.....4.....5		
TABLE-ENTRY-KEY: 23002		3-digit agency, 2-digit function
AGENCY, FUNCTION		
REFERENCE-DATA:		
TITLE: INSTITUTIONS		This title shows on reports you request at the function level or lower.
EFF-START-DATE:	EFF-END-DATE:	LAST-PROC-DATE: 110692

D15 – FUNCTION INPUT REQUIREMENTS

DATA-ELEMENT

INSTRUCTIONS

TABLE-ID-NUMBER	Enter 15 on the PGM-23 form. Updated by SCO only. Send form to DFM for approval.
TABLE-ENTRY-KEY:	
AGENCY	Enter the three-digit agency code set up in descriptor table 02 for your agency.
FUNCTION	Enter the two-digit function code your agency assigns for this program function. This is the second level of your agency's program structure.
REFERENCE DATA	Leave blank.
TITLE	Enter the up-to-50-character name your agency assigns for this function. This title will show on reports that include program structure.

D16 – ACTIVITY

The D16 activity table reflects the third level of the program structure within your agency (agency/function/activity). This table contains the number your agency assigns to each program activity as well as its assigned title. See the [CLASSIFICATION STRUCTURE](#) chapter for more information on assigning function numbers and using the PGM-23 form.

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 16 ACTIVITY		
.....1.....2.....3.....4.....5		
TABLE-ENTRY-KEY: 2300230		3-digit agency, 2-digit function, 2-digit activity
AGCY, FUNCT, ACT		
REFERENCE-DATA:		
TITLE: SECURITY		This title shows on reports you request at the activity level or lower.
EFF-START-DATE:	EFF-END-DATE:	LAST-PROC-DATE: 110692

D16 – ACTIVITY INPUT REQUIREMENTS INSTRUCTIONS

DATA-ELEMENT	
TABLE-ID-NUMBER	Enter 16 on the PGM-23 form. Updated by SCO only. Send form to DFM for approval.
TABLE-ENTRY-KEY:	
AGENCY	Enter the three-digit agency code set up in descriptor table 02 for the agency.
FUNCTION	Enter the two-digit function code set up in descriptor table 15 for the function this activity is set up under.
ACTIVITY	Enter the two-digit activity code the agency assigns for this activity. This is the third level of the agency's program structure.
REFERENCE DATA	Leave blank.
TITLE	Enter the up-to-50-character name the agency assigns for this activity. This title will show on reports that include program structure.

D17 – PROGRAM

The D17 program table reflects the fourth level of the program structure within your agency (agency/function/activity/program). This table contains the number your agency assigns to each program structure program level as well as its assigned title. See the [CLASSIFICATION STRUCTURE](#) chapter for more information on assigning function numbers and using the PGM-23 form.

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 17 PROGRAM		
<div style="text-align: center;"> 1.... 2.... 3.... 4.... 5 </div>		
TABLE-ENTRY-KEY: 2300230100		<div style="border: 1px solid black; padding: 5px;"> 3-digit agency, 2-digit function, 2-digit activity, 3-digit program </div>
AGCY, FUNCT, ACT, PROG		
REFERENCE-DATA:		
TITLE: SECURITY TRAINING		<div style="border: 1px solid black; padding: 5px;"> This title shows on reports you request at the program level or lower. </div>
EFF-START-DATE:	EFF-END-DATE:	LAST-PROC-DATE: 110692

D17 – PROGRAM INPUT REQUIREMENTS

DATA-ELEMENT

INSTRUCTIONS

TABLE-ID-NUMBER	Enter 17.
TABLE-ENTRY-KEY:	
AGENCY	Enter the three-digit agency code set up in descriptor table 02 for your agency.
FUNCTION	Enter the two-digit function code set up in descriptor table 15 for the function this program is set up under.
ACTIVITY	Enter the two-digit activity code set up in descriptor table 16 for the activity this program is set up under.
PROGRAM	Enter the three-digit code your agency assigns for this program. This is the fourth level of your agency's program structure.
REFERENCE DATA	Leave blank.
TITLE	Enter the up-to-50-character name your agency assigns for this program. This title will show on reports that include program structure.

D18 – ELEMENT

The D18 element table reflects the fifth level of the program structure within your agency (agency/function/activity/program/element). This table contains the number your agency assigns to each program element level as well as its assigned title. See the [CLASSIFICATION STRUCTURE](#) chapter for more information on assigning function numbers and using the PGM-23 form.

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 18 ELEMENT		
<div style="text-align: center;"> 1.... 2.... 3.... 4.... 5 </div>		
TABLE-ENTRY-KEY: 2300230100444		
AGY, FUN, ACT, PROG, ELEMENT		
REFERENCE-DATA:		
TITLE: SECURITY TRAINING - ADVANCED		
EFF-START-DATE:	EFF-END-DATE:	LAST-PROC-DATE: 110692

3-digit agency,
2-digit function,
2-digit activity,
3-digit program,
3-digit element

This title shows on reports
you request at the element
level.

<u>DATA-ELEMENT</u>	<u>D18 – ELEMENT INPUT REQUIREMENTS INSTRUCTIONS</u>
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TABLE-ID-NUMBER	Enter 18.
TABLE-ENTRY-KEY:	
AGENCY	Enter the three-digit agency code set up in descriptor table 02 for your agency.
FUNCTION	Enter the two-digit function code set up in descriptor table 15 for the function this element is set up under.
ACTIVITY	Enter the two-digit activity code set up in descriptor table 16 for the activity this element is set up under.
PROGRAM	Enter the three-digit program code set up in descriptor table 17 for the program this element is set up under.
ELEMENT	Enter the three-digit code your agency assigns for this element. This is the fifth level of your agency's program structure.
REFERENCE DATA	Leave blank.
TITLE	Enter the up-to-50-character name your agency assigns for this element. This title will show on reports that include program structure.

D19 – PCA LEVEL 1

The D19 PCA level 1 table reflects an additional accumulator of the program structure and includes the title for each PCA level 1 as defined by your agency. This code allows you to accumulate information for a group of PCAs, regardless of how that PCA is tied in to the activity structure.

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: N (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 19 PCA LEVEL 1		
<div style="text-align: center;"> 1.... 2.... 3.... 4.... 5 </div>		
TABLE-ENTRY-KEY: 26020000		<div style="border: 1px solid black; padding: 5px;"> 3-digit agency, 5-digit PCA level 1 </div>
AGENCY, PCA LEVEL 1		
REFERENCE-DATA:		
TITLE: IDAHO WILDLIFE MAGAZINE		<div style="border: 1px solid black; padding: 5px;"> In this instance, it is a way to collect data across PCAs that may be associated with different Indexes. Collects data across structure. PCA level 1 has no controls. This title shows on reports you request at the PCA level 1. </div>
EFF-START-DATE:	EFF-END-DATE:	LAST-PROC-DATE: 022090

D19 – PCA LEVEL 1 INPUT REQUIREMENTS

DATA-ELEMENT

INSTRUCTIONS

TABLE-ID-NUMBER	Enter 19.
TABLE-ENTRY-KEY:	
AGENCY	Enter the three-digit agency code set up in descriptor table 02 for your agency.
PCA LEVEL 1	Enter the five-digit code your agency assigns for this PCA level 1. This code allows you to accumulate information for a group of PCAs, regardless of how that PCA is tied in to the activity structure.
REFERENCE DATA	Leave blank.
TITLE	Enter the up-to-50-character name your agency assigns for this PCA level 1. This title will show on reports that include program structure.

D26 – FACILITY

The D26 table identifies the agency-specific codes used for cost accumulation and reporting purposes. This code allows you to accumulate information for a group of transactions, regardless of how the facility is tied to your agency structure. This code can be used for tracking anything your agency needs. It does not have to be a facility location. (EX: You could use it for collecting costs for a lease, copier, etc., even across structure.) The only way to extract facility information is through ad hoc reporting (downloads, Nomad, etc.) They will also show on reports that have a column for facility. The table includes the title for each facility.

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 26 FACILITY		
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> 3-digit agency, 4-character facility </div>		
<div style="text-align: center;"> 1.... 2.... 3.... 4.... 5 </div>		
TABLE-ENTRY-KEY: 230L001		
<div style="border: 1px solid black; padding: 5px;"> You could use to track costs for things like a copier, etc. May include maintenance, paper, etc. Whatever costs you may want to collect. You could use for tracking costs to administering a certain lease, etc. May include legal, accounting, upkeep, etc. </div>		
<div style="text-align: center;"> AGENCY, FACILITY </div>		
REFERENCE-DATA:		
<div style="text-align: center;"> TITLE: LEASE 1 - ADMIN COPIER </div>		
EFF-START-DATE:	EFF-END-DATE:	LAST

D26 – FACILITY INPUT REQUIREMENTS

DATA-ELEMENT

INSTRUCTIONS

TABLE-ID-NUMBER	Enter 26.
TABLE-ENTRY-KEY:	
AGENCY	Enter the three-digit agency code set up in descriptor table 02 for your agency.
FACILITY	Enter the four-character code your agency assigns for this facility code. This code allows you to accumulate information for a group of transactions, regardless of how they are tied to structure.
REFERENCE DATA	Leave blank.
TITLE	Enter the up-to-50-character name your agency assigns for this facility code.

D27 – TASK

The D27 table identifies the agency-specific codes used for cost accumulation and reporting purposes. This code allows you to accumulate information for a group of transactions, regardless of how that task is tied to your agency structure. This code can be used for tracking anything your agency needs. It does not have to be a task. (EX: You could use it for collecting costs for a seminar, etc., even across structure.) The only way to extract task information is through ad hoc reporting (downloads, Nomad, etc.) They will also show on reports that have a column for task. The table includes the title for each task.

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 27 TASK		
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> 3-digit agency, 4-character task </div>		
<div style="text-align: center;"> 1..... 2..... 3..... 4..... 5 </div>		
TABLE-ENTRY-KEY: 230NWCC		
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> You could use to track costs for a number of different people attending a conference, etc. Costs may already be posted to a project or grant for other reporting purposes. </div>		
AGENCY, TASK		
REFERENCE-DATA:		
TITLE: NW CORRECTIONAL CONFERENCE - PORTLAND 10/00		
EFF-START-DATE:	EFF-END-DATE:	LAST-PROC-DATE: 082100

D27 – TASK INPUT REQUIREMENTS

DATA-ELEMENT

INSTRUCTIONS

TABLE-ID-NUMBER	Enter 26.
TABLE-ENTRY-KEY:	
AGENCY	Enter the three-digit agency code set up in descriptor table 02 for your agency.
TASK	Enter the four-character code your agency assigns for this task code. This code allows you to accumulate information for a group of transactions, regardless of how they are tied to structure.
REFERENCE DATA	Leave blank.
TITLE	Enter the up-to-50-character name your agency assigns for this task code.

D35 – REVENUE DETAIL

The D35 table identifies and provides the title for each Revenue Subobject Detail as defined by your agency within a revenue subobject. The table contains your agency number, the related revenue subobject, and your agency detail code. Every agency can have the same detail with different titles since this table is agency-specific. You will need to be sure that the detail is relevant to the revenue subobject since it will roll into that subobject for reporting.

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 35 REVENUE DETAIL		
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 650px;"> 3-digit agency, 4-digit rev subobject, 2-digit detail </div>		
<div style="text-align: center;"> 1.... 2.... 3.... </div>		
TABLE-ENTRY-KEY: 230052503		
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 650px;"> In this example, agency 230 wants to track the different types of fuel tax (subobject 0525), so they set up details such as 01 for regular fuel taxes, 02 or special fuel taxes, and here as 03 for aviation fuel taxes </div>		
AGY,REV SUB,REV DETAIL		
REFERENCE-DATA:		
TITLE: AVIATION FUEL TAX		
EFF-START-DATE:	EFF-END-DATE:	LAST-PROC-DATE: 091200

DATA-ELEMENT	INSTRUCTIONS
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TABLE-ID-NUMBER	Enter 35.
TABLE-ENTRY-KEY:	
AGENCY	Enter the three-digit agency code set up in descriptor table 02 for your agency.
REV SUB	Enter the four-digit revenue subobject set up in descriptor table 34 for the subobject this detail supports. This detail will have all of the controls and reporting elements of this subobject.
DETAIL	Enter the two-digit revenue subobject detail that your agency assigns. You should use detail to breakdown subobject information into more detail to assist agency management.
REFERENCE DATA	Leave blank.
TITLE	Enter the up-to-50-character name your agency assigns for this revenue detail. This name will show on your revenue reports.
EFF-START-DATE	Enter the six-digit start and/or end date to stop transactions with
EFF-END-DATE	this revenue subobject detail from processing.

D36 – LOCATION

The D36 table identifies the agency-specific codes used for cost accumulation and reporting purposes. This code allows you to accumulate information for a group of transactions, regardless of how that location is tied to your agency structure. This code can be used for tracking anything your agency needs. It does not have to be a geological location such as a city or building location. (EX: It could be a grouping for collecting costs for a conference, costs in helping another state agency, etc.) The only way to extract location information is through ad hoc reporting (downloads, Nomad, etc.) They will also show on reports that have a column for location. The table includes the title for each location.

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 36 LOCATION		
<div style="display: flex; align-items: center;"> <div style="flex: 1;"> <p>.... 1.... 2.... 3....</p> <p>TABLE-ENTRY-KEY: 230PC1101</p> <p>AGENCY, LOCATION</p> <p>REFERENCE-DATA:</p> <p>TITLE: POCATELLO CONFERENCE 11-26-01</p> </div> <div style="flex: 1; border: 1px solid black; padding: 5px; margin-left: 10px;"> <p>3-digit agency, 6-character location</p> </div> <div style="flex: 0.1; text-align: center;">.5</div> </div>		
<div style="display: flex; align-items: center;"> <div style="flex: 1;"> <p>EFF-START-DATE:</p> <p>EFF-END-DATE:</p> <p>LAST-PROC-DATE: 062601</p> </div> <div style="flex: 1; border: 1px solid black; padding: 5px; margin-left: 10px;"> <p>Agency 230 set up location PC1101 (PC for Pocatello conference. 1101 for November 2001).</p> </div> </div>		

D36 – LOCATION INPUT REQUIREMENTS

DATA-ELEMENT

INSTRUCTIONS

TABLE-ID-NUMBER	Enter 36.
TABLE-ENTRY-KEY:	
AGENCY	Enter the three-digit agency code set up in descriptor table 02 for your agency.
LOCATION	Enter the six-character code your agency assigns for this location code. This code allows you to accumulate information for a group of transactions, regardless of how they are tied to structure.
REFERENCE DATA	Leave blank.
TITLE	Enter the up-to-50-character name your agency assigns for this location code.

D42 – PROJECT

The D42 table provides a title for a project set up by an agency. STARS uses this table during project reporting to print a title or description of the total project. (Note that the title of the Project Phase is included in the Project Control Table.) No other controls are involved on this table. If you do not want a project title or description on the project reports, this table is optional.

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 42 PROJECT		3-digit agency, 6-character project #
....1....2....3....		
TABLE-ENTRY-KEY: 230TRNGLE		Agency 230 has set up a project so they can accumulate transactions across multiple special projects. You could track those projects using individual project phases that have their own individual special project name. However, for reporting at the "project" level, you need to have a name that would encompass all of the phases.
AGENCY, PROJECT NUMBER		
REFERENCE-DATA:		
TITLE: LAW ENFORCEMENT TRAINING		
EFF-START-DATE:	EFF-END-DATE:	LAST-PROC-DATE: 050896

D42 – PROJECT INPUT REQUIREMENTS INSTRUCTIONS

DATA-ELEMENT

TABLE-ID-NUMBER	Enter 42.
TABLE-ENTRY-KEY:	
AGENCY	Enter the three-digit agency code set up in descriptor table 02 for your agency.
PROJECT NUMBER	Enter the six-character code your agency assigns for this project. STARS uses this table during project reporting to print a title or description of the total project. See the PROJECTS chapter for more information on creating a project.
REFERENCE DATA	Leave blank.
TITLE	Enter the up-to-50-character name your agency assigns for this project. This title will show on project reports.

D47 – GRANT

The D47 table provides a title for a grant set up by an agency. STARS uses this table during grant reporting to print a title or description of the total grant. (Note that the title of the Grant Phase is included in the Grant Control Table.) No other controls are involved on this table. If you do not want a grant title on grant reports or reports requested down to the grant level, this table is optional.

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 47 GRANT		
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 200px;"> 3-digit agency, 6-character grant # </div>		
<div style="display: flex; align-items: center;"> <div style="flex: 1;"> TABLE-ENTRY-KEY: 230SAWCSP AGENCY, GRANT NUMBER </div> <div style="border: 1px solid black; padding: 5px; width: 250px; margin-left: 20px;"> Agency 230 has set up a grant so they can accumulate transactions across multiple special projects. You could track those projects using individual grant phases that have their own individual special project name. However, for reporting at the "grant" level, you need to have a name that would encompass all of the phases. </div> </div>		
REFERENCE-DATA:		
TITLE: SAWC SPECIAL PROJECTS		
EFF-START-DATE:	EFF-END-DATE:	LAST-PROC-DATE: 020894

D47 – GRANT INPUT REQUIREMENTS INSTRUCTIONS

DATA-ELEMENT

TABLE-ID-NUMBER	Enter 47.
TABLE-ENTRY-KEY:	
AGENCY	Enter the three-digit agency code set up in descriptor table 02 for your agency.
GRANT NUMBER	Enter the six-character code your agency assigns for this grant. STARS uses this table during grant reporting to print a title or description of the total grant. See the GRANTS chapter for more information on creating a grant.
REFERENCE DATA	Leave blank.
TITLE	Enter the up-to-50-character name your agency assigns for this grant. This title will show on grant reports or those requested down to the grant level.

DESCRIPTOR TABLE REPORTS - WHAT ARE THEY

AGENCY DESCRIPTOR TABLE REPORTS

AGENCY DESCRIPTOR TABLE REPORTS	
DAFR8750	<p>D## (## = table number) Report ID Descriptor Table</p> <p>Lists the records on the descriptor table requested. Be sure to enter the table number as D11, etc. in Special Selection 1 on the report request table (91).</p> <p>To get tables for all agencies, use agency 000 instead of the individual agency number.</p>

SCO will revise this subchapter as needed.